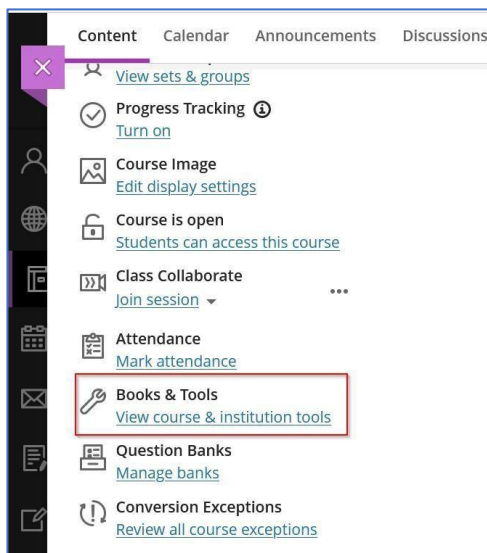


Adding the ALEKS Tool Link to Blackboard Ultra Course View

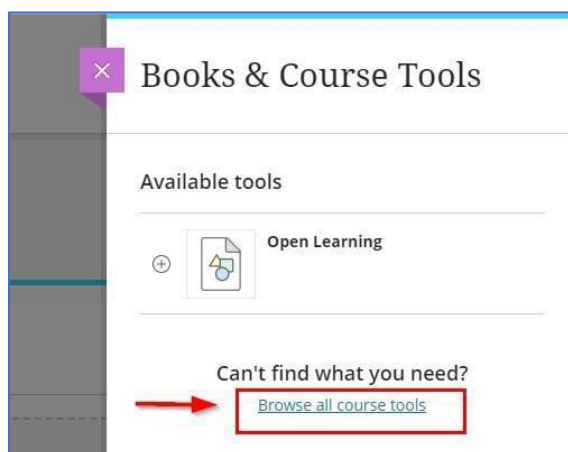
This document will guide Instructors to add the ALEKS LTI 1.3 tool to their course from the Content page.

Adding Content Tool to Initiate Pairing

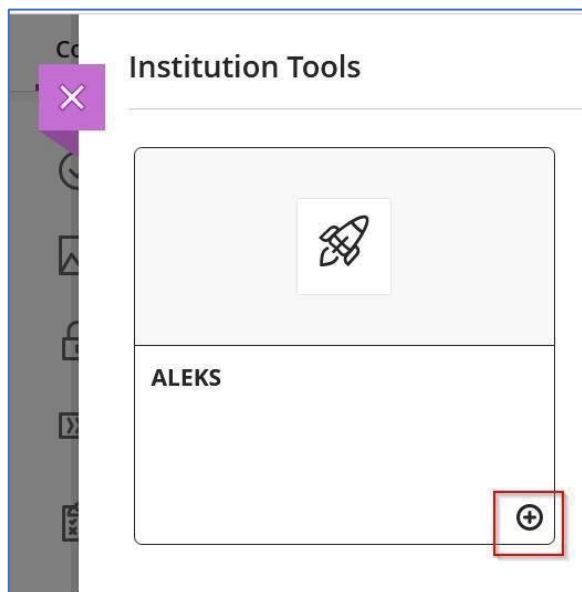
1. In your Blackboard course, locate **Books and Tools** and select **View course & institution tools**.



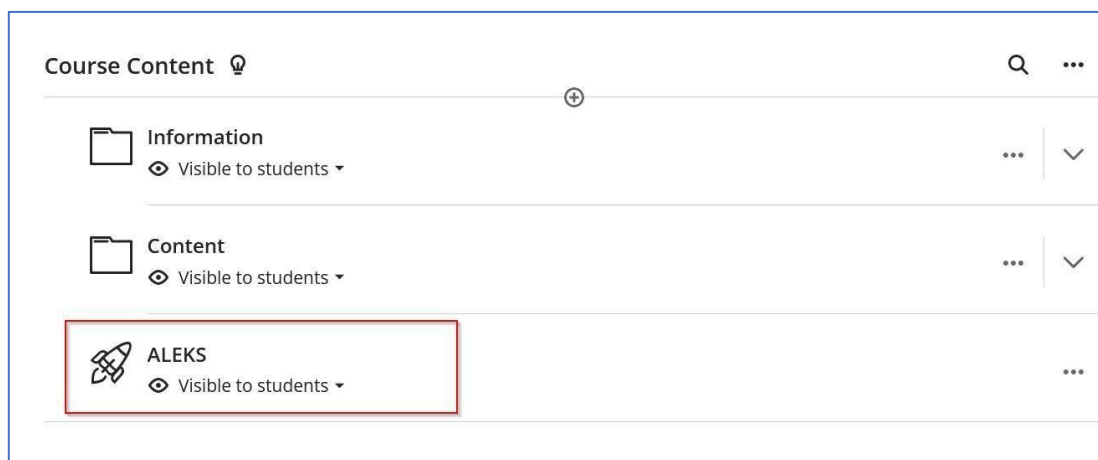
2. Select **Browse all course tools**



3. Under Institution Tools, locate ALEKS and select the + icon to add the tool.

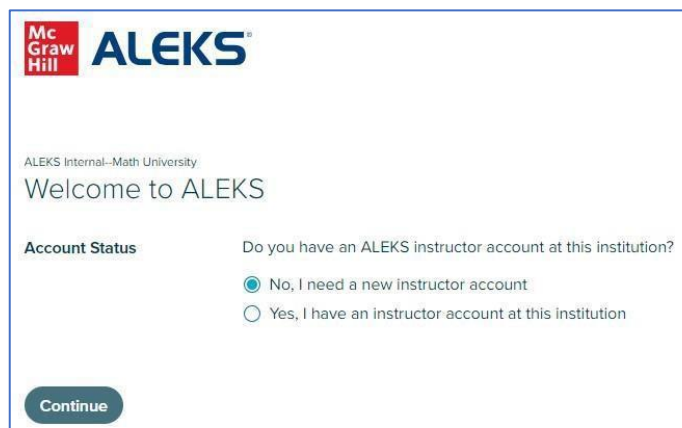


4. The ALEKS tool is successfully added to the **Course Content** page. Make sure the tool is visible to students.

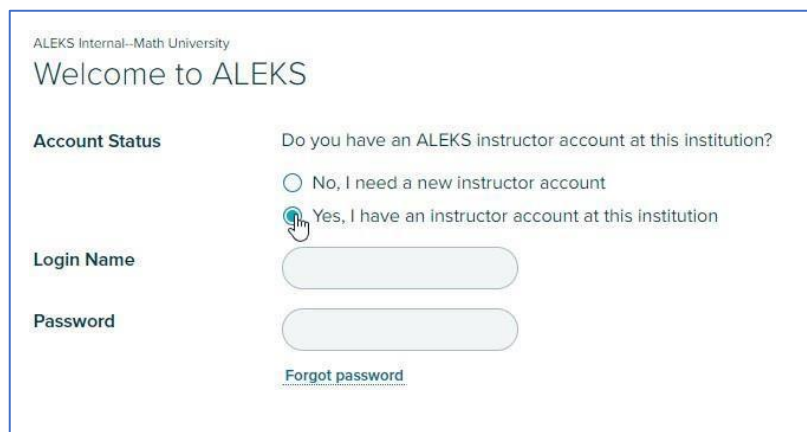


Pairing an ALEKS Account to Blackboard or Creating a New ALEKS Account

1. The first time you click through the ALEKS tool as an instructor you will be asked to pair your Blackboard account to your ALEKS account, if it exists, or to set up an instructor account in ALEKS.



If you have an account already, make sure to select the second option to use your existing account.



2. Submit your login name and password, then click Continue to [jump to the course pairing options](#).

If you do not recall the password to your account, or did not create one previously, you can use the “Forgot Password” link and submit your university email to retrieve your login and set a new password. Then, return to this page by launching the tool again from Blackboard.

3. If you do not have an ALEKS account, one will be created for you by selecting “No, I need a new instructor account”.

Account Status

Do you have an ALEKS instructor account at this institution?

☒ No, I need a new instructor account

☐ Yes, I have an instructor account at this institution

Continue

4. ALEKS will try to pull your account details from Blackboard, but if they do not populate make sure to enter your name and email address to use for your ALEKS account.

ALEKS Internal--Math University

Account Creation

* Required

Enter Your Personal Information

First Name * Aleks

Last Name * Instructor

Email * aleksinstructor@aleks.c

Review and Accept Terms of Use

☐ I agree to the McGraw Hill [Terms of Service](#) if applicable, [Terms of Use](#), and [Privacy Notice](#)

Previous **Continue**

5. Agree to the Terms of Service and click Continue to finalize your account.

Pairing Your Blackboard Course to an ALEKS Course

If this is your first time using ALEKS

1. If you just created your ALEKS account, you will be presented the option to make a new course and pair it immediately or you may create a copy of an existing course that is publicly visible and pair the copy.

Aleks Instructor
Course Pairing

Choose an option to pair with your LMS Course **LTI Advantage Test Course**

COPY
Existing Class

CREATE
New Class

Or [bypass course pairing](#) for now to perform advanced administrative duties in ALEKS.

You may also select the “bypass course pairing” link for now if you just want to head into ALEKS without setting up a course just yet. After bypassing the class creation and pairing step, ALEKS will still prompt you to pair your Blackboard shell the next time you login over the content item from Blackboard.

2. Selecting Create – New Class will take you into ALEKS’ class creation process where you will select your ALEKS course product, textbook (if using one) and set your Start and End dates for the term.

Aleks Instructor - New Class

1 Class Information and Content 2 Class Options

Class Information

Class Name LTI Advantage Test Course

Section (optional)

Class Dates Start End

☒ Automatically archive this class after the end date

Class Content

Textbook Select One

☐ I will not be using a textbook

ALEKS Course Product Select One

Cancel Next

3. Once you fill out all required fields and create your course, the ALEKS link from your Blackboard content item will proceed to the class in ALEKS when clicked. Students will access ALEKS the exact same way, however, they see the ALEKS course from a student perspective.

4. Selecting Copy – by Class Code will prompt you to submit the ALEKS Class Code of a publicly visible ALEKS course.



Aleks Instructor

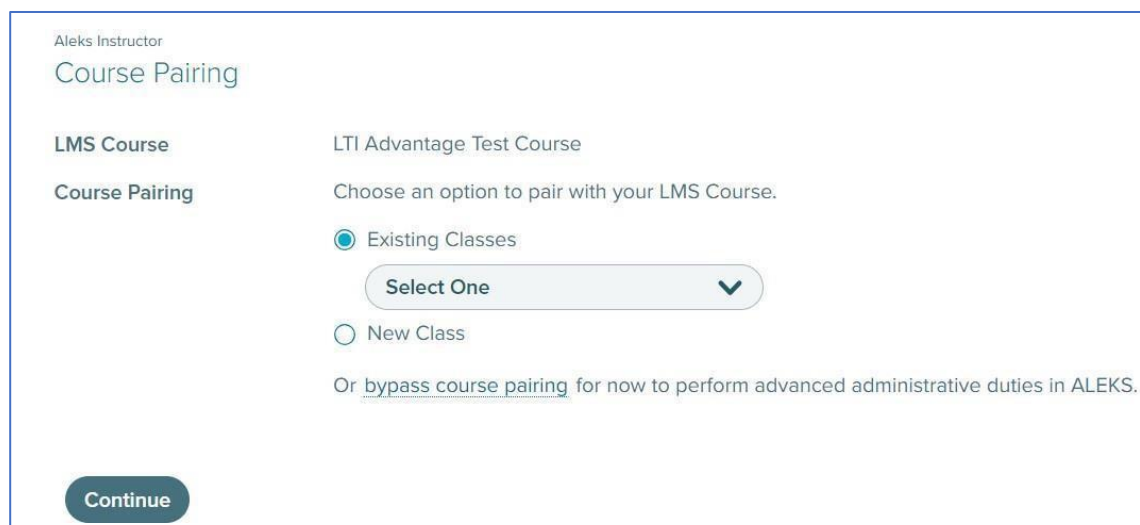
Course Pairing

COPY
by Class Code

5. Once you enter the Class Code and select the intended Start and End dates for your term, your ALEKS course will be created and paired with the Blackboard shell.

If you paired an existing ALEKS account

1. If you have a course already created in ALEKS, or one was copied to your account, you can select these from the Existing Classes drop-down menu.



Aleks Instructor

Course Pairing

LMS Course

Course Pairing

LTI Advantage Test Course

Choose an option to pair with your LMS Course.

☒ Existing Classes

Select One ▼

☐ New Class

Or [bypass course pairing](#) for now to perform advanced administrative duties in ALEKS.


Continue

2. Press Continue to complete the pairing.


3. Selecting New Class will present you with the option to copy an existing ALEKS course or to create an entirely new ALEKS course.

Aleks Instructor
Course Pairing

Choose an option to pair with your LMS Course LTI Advantage Test Course



COPY
Existing Class




CREATE
New Class


[Or bypass course pairing](#) for now to perform advanced administrative duties in ALEKS.

4. Selecting Copy – Existing Class will prompt you to select a course from a drop-down of ALEKS sections you have access to or submit the ALEKS Class Code of a publicly visible ALEKS course.

Aleks Instructor
Course Pairing



COPY A CLASS
from This School



COPY
by Class Code

5. Creating a new class will require you to fill out the Start and End Dates, ALEKS Course Product and the textbook for your course.

Aleks Instructor - New Class

1 Class Information and Content

2 Class Options

Class Information

Class Name: LTI Advantage Test Course

Section (optional):

Class Dates: Start End

☒ Automatically archive this class after the end date

Class Content

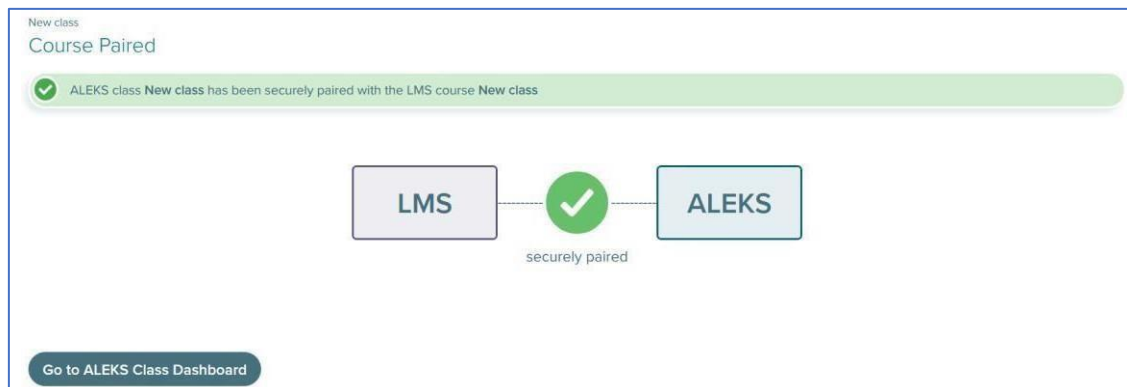
Textbook:

☐ I will not be using a textbook

ALEKS Course Product:

Cancel Next

Once you fill out the basic details of your course, it will be created and paired to your Blackboard shell.

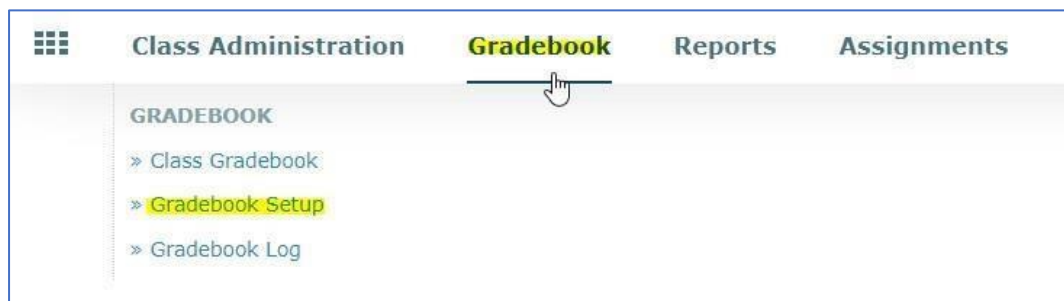


The ALEKS link from your Blackboard content item will return you to the ALEKS course when clicked without needing to submit your login credentials again. Students will access ALEKS the exact same way, however, they see the ALEKS course from a student perspective.

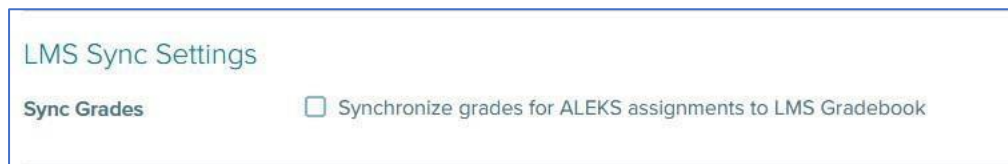
Now that your course is paired, it is recommended to confirm how you want the ALEKS gradebook to sync with Blackboard.

Enabling Gradebook Sync from ALEKS

1. From your paired ALEKS course, hover over Gradebook and select Gradebook Setup to begin configuring your gradebook and enable automatic grade sync.



2. From the Gradebook Setup page, first check the box to enable automatic gradebook sync.



This will expand the list of settings associated with your gradebook sync. Changes to these settings will not update your class until you click the Save button at the bottom of the page.

Under Assignment Sync, you can choose which categories to send back into Blackboard from the drop-down menu:

Check the boxes next to each category and they will be added to the Assignment Sync field. All assignments with a non-zero point value in each category will be included in the sync.

Further control of the sync behavior is now available through the Sync Time setting:

- The option to Synchronize on assignment due dates will not pass over grades until the actual assignment due date passes in ALEKS. This is the original default behavior for grade sync.

- With Synchronize on assignment submission selected, student actions like submitting an assignment or making progress on a module will trigger an update of the corresponding Blackboard assignment grades.

You may also opt to send over a column in your gradebook using the calculated ALEKS total grade:

Total Grade Sync ☒ Synchronize ALEKS Total Grade to LMS gradebook

Column name in LMS gradebook for ALEKS total grade:

Column point value for ALEKS total grade: points

This column can be customized with a different name and point value, which are both passed to Blackboard. Your gradebook weights in ALEKS only apply to this column.

3. Click Save at the bottom of the page to complete your gradebook setup. Assignment point values in ALEKS will sync over at this time to corresponding assignments in Blackboard.